



Delaware Economic Development Office

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting #34-1008-923

Workforce Development Representative

Opening Date: October 29, 2008

Closing Date: November 27, 2008

Vacancy Exists

Salary: \$49,005- 61,256 (Minimum - Midpoint) Pay Grade 17

Recruiting For: Delaware Economic Development Office, Center of Excellence, Workforce Development

Location: New Castle County/Kent County, Delaware Economic Development Office, Wilmington/Dover, DE.

Summary Statement: The incumbent in this position negotiates with employers for the purpose of providing custom job training funds to support business retention, expansion and recruitment in Delaware. Provide technical assistance to Delaware businesses to connect them with Human Resources "best practices" information and other state resources as appropriate. This position will have a priority focus on the needs of the tourism industry.

Minimum Qualifications: Applicants must have education, training and/or experience demonstrating competence in each of the following areas. Failure in any one area will result in a rating of "not qualified."

- Experience in the development or operation of a program or contract, which includes planning, organizing, problem solving and evaluating.
- Knowledge of the principles and practices of training programs.
- Ability to communicate effectively both orally and in writing.
- Proficiency in appropriate computer software.
- Minimum of a Bachelor's Degree and/or related experience in field (Preference given to applicant's with Bachelor's Degree and/or 5+ years of private sector workforce development experience)

Examination: Applicants are evaluated based upon a rating of training and experience.

Principal Accountabilities:

- Defines Cluster workforce development needs and coordinates with DEDO's Cluster Leader appropriate response.
- Markets agency resources to current and perspective Delaware businesses.
- Determines funding availability for workforce development projects and notifies quasi-governmental agencies and private developers of workforce development program funding available.
- Provides technical assistance regarding workforce development to Delaware businesses and partners.
- Negotiates and develops performance measure for custom training contracts with Delaware employers, trainers and other entities as provided by applicable law.
- Acts as a technical advisor to employer and/or trainer during contract period: may identify managerial and operational problems; may develop corrective action plans; may refer employer to resources that provide interpretation of laws, guidelines, and policies.
- Monitors and evaluates contract management effectiveness through on-site review and analysis of contract performance and operations.
- Initiates and/or participates in the development of unit/program procedure and long-range planning goals and objectives.
- Make individual and/or group oral and written presentations to special interest groups; participates on related committees and task forces, sit on boards, focus and advisory committee.
- Performs special projects individually or as part of a work group such as: conversion of the unit's manual system to an automated system, development of new policies, procedures and forms, and development of training contract guidelines, partners with other Centers of Excellence where necessary.
- Manages/coordinates with Director of Centers to ensure that Market Cluster Leaders and groups are supported appropriately and projects completed on time.
- Collaborates with state or local government agencies to bring solutions to employers and coalitions of employers.
- Handles multiple priorities in an accurately and in an organized manner, documenting employer contact and program progress according to office and unit procedures.
- Report project results/status to Cluster group when necessary.
- Markets workforce development services to cluster businesses
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Conditions of Employment:

- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>

Submitting your Application:

- A cover letter and resume should be emailed to dedo.resumes@state.de.us or submitted directly to: Delaware Economic Development Office (DEDO), Attn: Human Resources, 99 Kings Highway, Dover, DE 19901, Telephone (302) 739- 4271, Fax (302) 739-5749

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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